

Procedure Manual



Title: Changes in Construction After Award of Contract	Number: A6Hx2-7.10
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Upon receipt of a written request for a change order, the contractor shall prepare the change order in accordance with College format and specify the following:

- Date of notification
- Description of work to be performed
- Reason for change order
- Cost of the proposed change in terms of labor, material, overhead, profit, and other costs
- Additional time, in calendar days, to contract if any.

The architect shall review the request for change order submitted by the contractor and provide their recommendation to the College for approval. The architect shall sign, date, seal, and send the change order to the Associate Vice President of Design and Construction or its designee. The Associate Vice President of Design and Construction or its designee is responsible for verifying the documents, the cost figures, and the statements made therein; ensuring that the change order has been prepared in accordance with contract documents; and confirming the necessary funds are available. to cover the cost of making the change.

If the change order is over \$325,000, then the Senior Vice President of Finance and Operations shall submit the change order to the President, who shall submit it to the Board of Trustees for action.

Once the change order is approved the College will issue a revised purchase order reflecting the change order amount.

Recommending Officer's Signature: 	Date: 5/03/2022	President's Signature: 	Date: 5/03/2022
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